

DELIVERY POLICY FOR USDA DONATED FOODS

1. Deliveries will be made from 7:00 a.m. to 5:00 p.m., Monday through Friday except that there will be no deliveries during winter break (typically December 20th through January 2nd) or spring break.
2. All foods for a specific shipment will be delivered within 21 days of the date of the bill of lading. If not delivered within 21 days, contact School Nutrition Programs immediately.
3. Foods will be delivered to the address listed on the bill of lading and there will be only one delivery stop per shipment.
4. A school food authority may refuse one or more food items by notifying School Nutrition Programs prior to shipment. If one or more food items are refused at the time of delivery, a school food authority will be charged delivery and handling costs for food returned to Helena unless the school food authority can find another school on the same delivery route willing to accept the food.
5. Drivers will deliver the food items specified on the bill of lading. Discrepancies (overages, shortages, damages) must be recorded on all three copies of the bill of lading and delivery receipt. Either the truck driver or the person checking the foods in at the school may record the problem, but it **must** be recorded on all three copies of the bill of lading and delivery receipt. A signed copy of each of the documents will be left at the school.
6. A representative of the school food authority must sign the bill of lading. Once the bill of lading is signed, the school food authority is responsible for the food. The driver **must not** sign the bill of lading verifying delivery for the school food authority.
7. Hash/tally marks are not to be made on the bill of lading. Use a separate piece of paper for tallying.
8. School food authorities may refuse damaged items. Before refusing an item, check inside the case/baler, as often the damage will only be to one unit. Schools are encouraged to accept the full case/baler and salvage the remaining units. Record the damage and indicate acceptance or refusal on the bill of lading and delivery receipt.
9. School food authorities are to accept only the amounts and types of foods specified on the bill of lading. **Do not** accept any substitutions or overages.